



Davidson County Fire Marshal's Office  
935 North Main Street Lexington, NC 27292  
Phone: (336)242-2270 Fax: (336)249-7863



## Exhibits and Trade Shows Permit Application

### **Applicant Information:**

Organization: \_\_\_\_\_

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*First Last Application Date:*

Position or Title: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip*

Phone: \_\_\_\_\_  
*Primary Number Other Number Fax Number*

Email: \_\_\_\_\_

### **Event Information:**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip*

Phone: \_\_\_\_\_  
*Primary Number Other Number Fax Number*

Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### ***Application Requirements and Permit Information:***

Operational Permit Fee: **\$50.00** per permit applied for.

Permit Fee of Fifty Dollars is due upon submission of application and is non-refundable if the application is denied. Corrected application can resubmitted for approval at no additional fee.

A detailed floor plan shall be submitted for review showing any and all table, booth or partition areas to be used as vendor or amusement areas, aisle widths shall be maintained in accordance with the NC Fire Prevention Code

Verification or other technical information in regards to the use of the pop-up style tent/canopies may be required by the Davidson County Fire Marshal's Office. Any information or verification required to be submitted from an outside or independent source will be the responsibility of the applicant.

A site inspection to insure compliance of the North Carolina Fire Prevention Code, NFPA requirements and the Davidson County Fire Marshal's Office will be required. A permit will not be issued until completion of inspection and any violation(s) sited are corrected. An inspection must be requested a minimum of forty eight hours in advance unless otherwise stated by the Davidson County Fire Marshal's Office.

Any variation from the conditions or information submitted will void this application and required a new application to be submitted unless approved by the Davidson County Fire Marshal's Office. Any changes in the floor plan as submitted will void the issued permit and require a new application to be submitted.

These answers have been given to the best of my ability and knowledge. I hereby understand that any answers deliberately falsified or misrepresented shall be justification for revocation of the Special Operations Permit.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/

Reviewed By: \_\_\_\_\_ Contact Number: \_\_\_\_\_



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## 1. General Requirements

The trade show and/or exhibition shall be set up as indicated on the approved plan(s). A pre-show inspection by the Fire Marshal's Office is required before the show can open to the public. Inspections may be conducted during the course of move in or tear down. Spot inspections may also be conducted during the course of the trade show and/or exhibition.

The trade show and/or exhibition shall not be permitted to open without the approval of the Fire Marshal or his authorized representative. Show management shall be responsible for the correction of all fire code violations found. All violations are required to be corrected within the time frame determined by the Fire Marshal or his authorized representative.

All plan(s) for trade shows and/or exhibitions shall be submitted to the Davidson County Fire Marshal's Office 30 days prior to show opening for approval.

- A. Exit signs **shall** be visible from any location in the room, if not; temporary exit signs **shall** be posted.
- B. Exits and aisles **shall** be clear of all obstructions. This includes charts, easels and other equipment etc.
- C. Booths which require 75 feet or more travel distance to reach the exit access aisles **shall** be provided with a minimum of two (2) exits remote from each other. Aisle within booths shall be 44 inches in clear width.
- D. A three (3) foot clearance **shall** be provided around fire alarm boxes and portable fire extinguishers. Clear access **shall** be maintained to those units.
- E. **Compressed flammable gases are prohibited inside this building. This includes acetylene, hydrogen, propane and butane. Demonstrations using certain gases may be approved only by permit under certain limited conditions and quantities, call 336-242-2270 for a permit application and additional information.**
- F. Flammable/combustible liquids are prohibited inside this building. (Gasoline, Kerosene, cleaning solvents and other petroleum based materials). Exception: See special requirement 2-A.
- G. Hazardous chemicals and materials are prohibited inside this building. (Pool chemicals, pesticides herbicides, poison, etc).
- H. At least one (1) gate **shall** remain open and clear of obstructions for emergency vehicle access while the trade shows/or exhibitions are open.



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- I. If fire protection is to be required by the trade show/or exhibitions it will be the responsibility of the Show manager/sponsor to notify the appropriate fire department. (Contact Fire Marshal's Office for fire department information).
- J. Outside cooking and vendors shall have the proper rated extinguisher(s) as required by the NC Fire Code. If cooking is to be done under the canopy area of the exhibit area, all exits and egress areas **shall** remain clear and grills are to be to the edge of canopy area.

## **2. Special Requirements**

### **A. Vehicles**

Vehicles may be allowed in the building for display purposes provided they meet the following requirements:

1. All fuel tank openings **shall** be taped shut or locked to prevent escape of vapors.
2. The hot lead battery cable **shall** be disconnected from the terminal and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover the exposed metal.
3. Fueling or defueling is prohibited.
4. Fuel tanks **shall** be filled to not more than  $\frac{1}{4}$  capacity or 5 gallons whichever is least.

### **B. Open flame devices**

**Open flame devices are prohibited. Exception:** A small number of candles may be used when approved by the Fire Marshal or his authorized representative. Candles **shall** be securely supported on substantial non-combustible materials. The candle flame **shall** be protected. **(Operational Permit Required)**.

### **C. Extension Cords**

1. **Extension shall be grounded when serving grounded appliances.**
2. Extension cords **shall** be maintained in good condition without splices, deterioration or damage.
3. **Extension cords shall be plugged directly into an approved receptacle (not into another extension cord) and shall not be affixed to structures, extend under floor coverings and across areas of foot traffic.**

### **D. Cooking and/or warming devices**



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**Cooking and/or warming devices that produce grease laden vapors shall be electrically powered only.** "Sterno may be used only for warming trays. Cooking devices shall be listed by an approved recognized testing laboratory (i.e. UL, FM).

1. Cooking, warming devices, and/or heated products **shall** be isolated from the public by either placing the device a minimum of four(4) feet back from the front of the booth, or provide a Plexiglas shield between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices **shall** not exceed 288 square inches of surface area (12" x 24").
3. The table surface holding the cooking and/or warming devices **shall** be of non-combustible material.
4. A minimum of two (2) feet **shall** be kept between cooking devices.
5. Combustible materials **shall** be kept a minimum of two (2) feet away from any cooking and/or warming device.
6. **A UL listed 20B:C rated fire extinguisher and lid for each device or an approved automatic extinguishing system shall be provided within any booth utilizing cooking and/or warming devices. A Class K rated fire extinguisher shall be required for deep fat fryers of any size NO EXCEPTIONS!**

**E. Explosives and blasting agents shall be generally prohibited. Ammunition may be allowed under certain conditions. The stipulations shall be written for each trade show and/or exhibition. A permit from the Fire Marshal's Office is required.**

1. **No permits will be granted for any un-sprinklered portion of the building.**

**3301.2.2 Sale and retail Display.** No person **shall** construct a retail display nor offer for sale *explosives, explosive materials*, or fireworks upon highways, sidewalks, public property, or in Group A or E occupancies.

**3301.2.3 Permit Restrictions** The fire code official is authorized to limit the quantity of *explosives, explosive materials* or fireworks permitted at a given location.

2. Display:  
Smokeless propellant. No more than 20 pounds of smokeless propellants, each in containers of 1 pound or less capacity **shall** be displayed.  
**Black Powder. Not Allowed.**  
Small arms primers. No more than 10,000 small arms primers **shall** be displayed.



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3. Storage:  
Smokeless propellant. Not allowed over 20 pounds outside of a type 2 or 4 magazine.  
**Black powder. Not Allowed.**

**These limits apply per trade show; not individual show/vendor booths.**

#### **Trade Show and/or Exhibition Set up**

- a. Inspections may be conducted during the course of move in and tear down. A pre-opening inspection **shall** be conducted. Spot inspections may be conducted during the course of the trade show and/or exhibition.
- b. The trade show and/or exhibition **shall not** be permitted to open without the approval of the Fire Marshal or his authorized representative.
- c. **Building Management shall** be responsible for violations involving the building. **Show Management and/or Vendors shall** be responsible for the violations or requirements involving individual booth/vendor areas. All violations are required to be corrected within the time determined by the Fire Marshal or his authorized representative.

#### **Outside Areas**

**All building's exits are required to have their discharge areas clear so occupants may safely leave the building. Blocking an exit discharge area is enforced the same as blocking the exit from inside the building.**

**KEEP BOTH AREAS CLEAR!**

#### **Fire Access Road**

**At least one gate shall remain clear of obstructions for Emergency vehicle access while the trade show and/or Exhibition is in progress.**